

**RESOLUTION NO. 2013-174**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE ESTABLISHING  
A POLICY FOR THE RETENTION OF RECORDS MAINTAINED  
BY THE PLANNING DEPARTMENT**

**WHEREAS**, the Planning Director is charged with the custody and safekeeping of case records related to the development, maintenance and operations of the City's General Plan, Zoning Ordinance, Housing and Grants programs, and citywide development and environmental reviews; and

**WHEREAS**, the responsible and efficient maintenance of the City's records includes an adoption of a policy for the retention and disposition of records; and

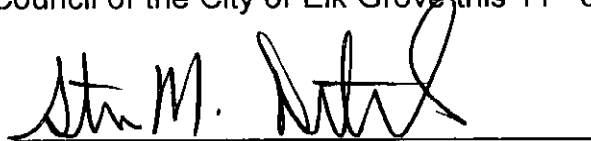
**WHEREAS**, the Planning Director retains the discretion to store public records longer than indicated on the retention schedule if deemed appropriate and with written explanation; and

**WHEREAS**, California Government Code Section 34090 requires the legislative body to approve policy for the disposition of records that are no longer required.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Elk Grove hereby:

- 1) Adopts the Records Retention Schedule for records maintained by the Planning Department (attached as Exhibit A), as consented to by the City Attorney in accordance with California Government Code Section 34090 et seq; and
- 2) Authorizes the Planning Director to employ technological methods and electronic improvements to provide the storage and recovery of records as provided by statute; and
- 3) Authorizes the Planning Director to identify and forward unique records to the care of the City Clerk for determination of extended retention and/or preservation.

**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 11<sup>th</sup> day of September 2013.



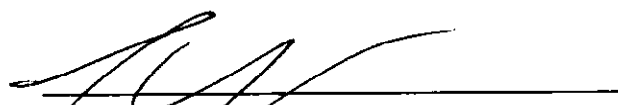
STEVEN M. DETRICK, VICE MAYOR of the  
CITY OF ELK GROVE

ATTEST:

APPROVED AS TO FORM:



JASON LINDGREN, CITY CLERK



JONATHAN P. HOBBS,  
CITY ATTORNEY

**EXHIBIT A**

**PLANNING DEPARTMENT  
RECORD RETENTION SCHEDULE**

<b>Record Series</b>	<b>Retention</b>	<b>Citation</b>	<b>Description</b>
Annexation Case Files	P	GC34090a	Reports, agreements, public notices
Appraisals	CL + 2	GC34090; GC6254(h)	Exempt until final acquisition or contract agreement obtained
Aerial Photographs	S + 2	GC34090d	Aerial photographs
Bids & Proposals (Unsuccessful)	CL + 2	GC34090d	
California Environmental Quality Act (CEQA)	P	GC34090a + CEQA Guidelines	Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations
Case files, Planning and Zoning	P	GC34090a; H&S 19850; 4003;4004	Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body
Correspondence	CU + 2	GC34090d	Working documentation
Deeds & Promissory Notes	P	GC34090a *	* 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110
Development Agreements	P	CCP337, 337.1(a), 337.15; GC34090;4 8 CFR 4.703	Infrastructure contracts, franchises. Original maintained for 7 years.
Development Conditions	L	GC34090	Mitigation measures; filed with case files
Development Standards	P	GC34090a	Landscape mediums, parkway landscape development, public works construction
Drawings, Project Plan	CU + 2	GC34090d	Does not include those usually filed with case or project
Environmental Review	CL + 2	GC34090d	Correspondence, consultants, issues, conservation
Franchises	P	GC65864, 65869.5, 34090*	Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements *CCP 337.2, 343; AC16023
General Plan and Elements	P	GC34090	Includes sphere of influence
General Plan Amendments Approved Denied	CL + 2 CU + 3	GC34090 GC65103; *	* GC50110

Grants, Community/Urban Development (includes CDBG)	CL + 4	24CFR 570.502(b)(3); 241CFR 85.42 & OMB Cir. A-110, Attach. C; *	Project files, contracts, proposals, statements, reports, sub-recipient docket, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations
Historic Preservation Inventory	L	GC34090d	Historic structures & landmarks
Incident Files	2	GC34090d	Emergency Call Outs
Interpretations	CU + 2	GC34090	
Land Uses, nonconforming	P	GC34090a	Building or site usage which does not conform to current standards
Lot Split Cases	P	GC34090	
Maps, City Boundary	P	GC34090d	Recorded maps, surveys, monuments
Master Plans, Annual	S + 2	GC34090	Special or long range program plan for municipalities – coordination of services; strategic planning
Maps, Plans, Drawings, Exhibits, Photos	P	GC34090; H&S 19850; GC34090.7	Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans
Programs	CL + 3	24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C	Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance
Surveys	P	GC34090a	Recording data and maps

## LEGEND

CL	= Closed/Completion
CU	= Current Year
L	= Life
P	= Permanent
S	= Supersede

**CERTIFICATION  
ELK GROVE CITY COUNCIL RESOLUTION NO. 2013-174**

**STATE OF CALIFORNIA            )**  
**COUNTY OF SACRAMENTO        )**     **ss**  
**CITY OF ELK GROVE             )**


***I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on September 11, 2013 by the following vote:***

**AYES :           COUNCILMEMBERS:     *Detrick, Hume, Trigg***

**NOES:           COUNCILMEMBERS:     *None***

**ABSTAIN :       COUNCILMEMBERS:     *None***

**ABSENT:         COUNCILMEMBERS:     *Davis, Cooper***

  
**Jason Lindgren, City Clerk  
City of Elk Grove, California**